

MEMORANDUM

TO: Division of Shellfish Sanitation Staff

FROM: Cloyde W. Wiley, Director
Division of Shellfish Sanitation

THROUGH: Eric H. Bartsch, P.E., Director
Office of Water Programs

SUBJECT: Plants - Notice of Certification Expiration

DATE: September 7, 1990

Occasionally, sanitarians may find it difficult to make contact with certified shellfish or crab meat dealers in order to perform a precertification inspection. In addition, some dealers may try to use ignorance of the requirements or inadequate time as an excuse for not having fulfilled those requirements. It is for these reasons that sanitarians now will need to send letters to some dealers informing them that their certification is about to expire.

This letter may be a form letter in the format of the attached example. The letter shall be sent to any dealer who cannot be contacted at least 60 days prior to the expiration of the certificate of inspection. The letter may be sent in other cases, at the discretion of the sanitarian, to dealers who have had problems in the past or problems are anticipated.

All Notice of Certificate Expirations shall be sent by Certified Mail - Return Receipt Requested.

BKS

CERTIFIED MAIL-RETURN RECEIPT REQUESTED

*****NOTICE*****

FACILITY NAME:

ADDRESS:

CERTIFICATION NUMBER:

Dear Sir:

The shellfish processing and/or shipping certification issued to your establishment by the Virginia Department of Health is due to expire on / / . If you wish to continue your operation without delay, it will be necessary that you contact your local office of the Division of Shellfish Sanitation to discuss the necessary requirements for recertification.

Your prompt response in this matter will help assure ample time is available to make any changes necessary for recertification of your establishment.

Sincerely,